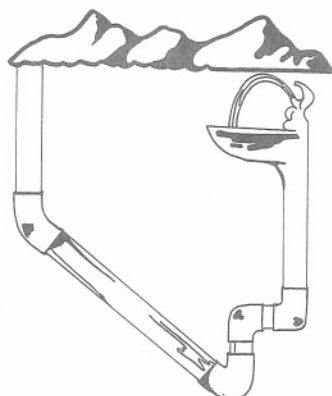


Water Lines



Water Lines is the resource newsletter and calendar of the Nevada Drinking Water and Wastewater Training Coalition.

Volume 9 Summer 2002 issue

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Water Lines is funded by Rural Community Assistance Corporation through a contract with the Nevada State Health Division.

Editor,
Abigail Johnson, RCAC
Editor and Production,
Julia Helmreich, RCAC

Two Nevada operator teams are Top Ops finalists

By Philip Walsack, Rural Community Assistance Corporation

Congratulations to six of our Nevada water utility operators! The California / Nevada Section of the American Water Works Association (CA/ NV-AWWA) sponsors a "Top Ops" competition every year at the Section's spring conference. This year, TWO Nevada teams reached the finals, a first in the competition's history. The City of Henderson's Flocculators finished second and the High



The High Desert Tsunami placed third in its first year of Top Ops competition.



The City of Henderson Flocculators took second place in the Top Ops competition.

Desert Tsunami (Truckee Meadows Water Authority from Reno) finished third. Both teams endured multiple rounds of competition to reach the final three. Sheryl Houlihan, Rich Dominguez and Kurtis Arnold led the High Desert Tsunami. Tom Grodski, Tim Kelly and Kevin Cenicerros led Henderson's Flocculators.

(Continued on page 3)

Featured System: City of West Wendover Reclamation Facility

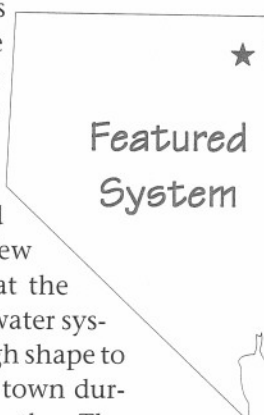
By Tom Stratton, City of West Wendover

The concept of reclaiming West Wendover's wastewater for use on the golf course was first considered in the late 1980s. After the golf course was constructed, and with the continued growth over the past few years, it was apparent that the City of West Wendover's water system was not in good enough shape to supply sufficient water to town during the hot summer months. The four wells and the springs had more

than sufficient water to meet the City's needs, but much of the water delivery pipeline was only 10 inches in diameter and didn't allow enough water to flow through the system.

Reclaiming wastewater had been considered an option, but it wasn't until the summer of 1991 that the City knew it either had to replace several miles of pipe-

(Continued on page 4)



The Spigot



Q & A

Q1. What is the difference between disinfection and sterilization?

A1. Disinfection is the selective destruction or inactivation of pathogenic organisms while sterilization is the complete destruction of all organisms. *Source: Water Treatment Plant Operation Vol I and II, K. Kerri*

Q2. How long can a bacteriological sample be held?

- a. 12 hours
- b. 30 hours
- c. Three days
- d. One week

A2. Remember that improper sampling techniques may void the outcome of the analysis. Use unrinsed bottles provided by a certified laboratory and take care to avoid contamination. Bacteriological samples must be received and run by the laboratory within 30 hours. When transporting samples keep them below 68° (but not frozen!). Use ice chests or blue ice when mailing samples and never ship samples on Friday. For more information on proper bacteriological sampling contact the Nevada State Health Laboratory at 775-688-1335.

Q3. What items should be covered in a consumer confidence report?

- a. The water source and all detected contaminants
- b. Contact information of manager or operator and the EPA's SDWA Hotline
- c. Information about detected unregulated contaminants
- d. All of the Above

A3. The Answer is d. All of the Above. The Consumer Confidence Report (CCR) is the water system's report to the public about the quality and source of their water. It is due by July 1 each year. Items that should be covered in consumer confidence reports include, but are not limited to, information on source of drinking water supply,

contact information and brief definition of terms. Only detected contaminants need to be listed

including the level detected, MCL (maximum contaminant level) and MCLG (maximum containment level goal). For MCLs violated, list information on health effects and on any detected, unregulated contaminants. Beginning in 2002, the report also must include the susceptibility of the source to contamination.

Q4. How does temperature of the water influence disinfection?

A4. Relatively cold water requires longer disinfection time or greater quantities of disinfectants. *Source: Water Treatment Plant Operation Vol I and II, K. Kerri*

Q5. Define the following terms:

- a. Breakpoint Chlorination
- b. Pathogenic Organisms

A5. *Breakpoint Chlorination* is the addition of chlorine to water until the chlorine demand has been satisfied. At this point, further additions of chlorine will result in a free chlorine residual that is directly proportional to the amount of chlorine added beyond the breakpoint.

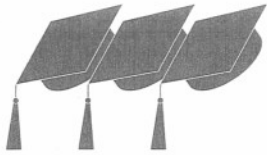
Pathogenic Organisms include bacteria, viruses or cysts that can cause diseases such as giardiasis, cryptosporidiosis, typhoid, cholera and dysentery in a host, such as a person. *Source: Water Treatment Plant Operation Vol I and II, K. Kerri*

Q6. Why are strict laws needed regarding the disposal of process wastes (such as sludges and reverse osmosis solutions)?

A6. Laws are needed regarding the disposal of process wastes to prevent rivers and streams from becoming more polluted. These laws are designed to prevent any waste discharge that could discolor, pollute, or generally be harmful to aquatic plant life in the environment. *Source: Water Treatment Plant Operation Vol I and II, K. Kerri*

Editor's Note:

The Spigot feature now combines Q&A on a variety of topics with typical certification exam questions. The Spigot is prepared by Crystel Montecinos, Program Development Specialist, UNR Cooperative Extension.



New wave of Nevada operators certified in March exams

The following operators passed entry level water certification exams in March 2002 for distribution grades 1 & 2 and treatment grades 1 & 2. Congratulations to all!

Distribution grades 1 & 2

Micheal K. Bailey, D-1; Rex E. Brady D-1; Eric Brix, D-1; John Brown, D-1; Henry J. Burak, D-1; Richard W. Carver, D-1; Gary D. Clymens, D-1; Patrick Douglas, D-1; Don P. Grace, D-1; John J. Hauser, D-1; Charles B. Hayes, D-1; Mark Hedrick, D-1; Terry Henderson, D-1; Richard Scott Hill, D-1; Christopher J. Hires, D-1; Harold Loveland, D-1; Jeffrey A. Martin, D-1; William G. Mosher, D-1; Gina Myers, D-1; David Northum, D-1; James L. O'Brien, D-1; Jesus Romero, D-1; Robert Allen Tarbell, D-1; David L. Tucker, D-1; Steve Welch, D-1; Bryan White, D-1; Philip L. Abbott, D-2; James Alexander, D-2; George Barnette, D-2; Jim Bentley, D-2; John B. Dailey, D-2; Miles T. Davies, D-2; Cody D. Dennett, D-2; Stephen F. Gordon III, D-2; Louis Johnson, D-2; Joe M. Kaczmariski, D-2; Bryce C. Kimber Jr., D-2; Tyler J. Koch, D-2; Bart Kohler, D-2; Michael T. McDermott, D-2; Damon F. Melton, D-2; Sharon Meyer, D-2; Mark Patterson, D-2; Edward T. Shafer, D-2; Stanley Scott Snyder, D-2; Anthony Dwight Taylor, D-2; Mark Windholz, D-2; Jimmie Winters, D-2; Juan G. Zarate, D-2.

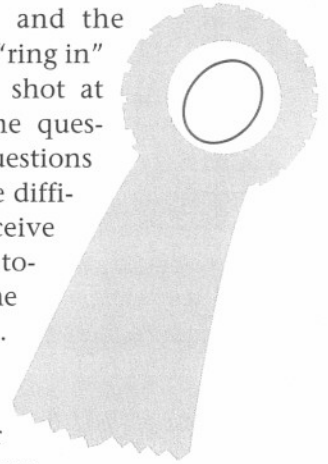
Treatment grades 1 & 2

Michael Chisum, T-1; Todd W. Dyer, T-1; Scott Richard Hill, T-1; Wayne Mansanares, T-1; Irvin C. Paulsen, T-1; Ben J. Pena, Jr., T-1; Misty M. Plett, T-1; Mike Triszczuk, T-1; John D. Woods, T-1; Don Allen, T-2; Carey J. Billant, T-2; John B. Dailey, T-2; Alan L. Draper, T-2; Scott M. Fleckenstein, T-2; Terry Hansen, T-2; Gary Hutchinson, T-2; Jeremey Keele, T-2; Leonard P. Martinez, T-2; Mark W. Schmidt, T-2. 🌱

Nevada operator teams compete in Top Ops

(Continued from page 1)

Top Ops is a "Jeopardy" style game show. The answers to questions are read to three teams of competitors, and the first team to "ring in" has the first shot at answering the question. The questions become more difficult and receive higher point totals as the game progresses. The competition is open only to water utility operators.



This year's CA/NV Section winner, Alameda County Water District, will go on to compete on the national level at the AWWA Conference this June in New Orleans, Louisiana. We encourage other Nevada utilities to sign up and compete in this prestigious competition. We're very proud of our Nevada operators. 🌱

Rural Nevada Development Corporation receives business development assistance

Funds to generate economic activities in seven states

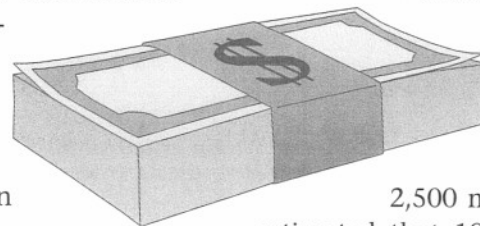
Eight loan recipients in seven states will receive more than \$4 million in rural business revolving loan funds, designed to foster economic development in rural areas.

"The loans will help these rural communities by creating new jobs and providing economic opportunities," said U.S. Department of Agriculture (USDA) Secretary Ann Veneman.

Veneman said that 80 businesses will benefit from the loan funds and at least 900 jobs will be created or saved.

Loans for the eight proposals will be provided through USDA's Rural Development Intermediary Relending Program. In Nevada the loan funds will help develop new sources of employment for residents.

Ely-based Rural Nevada Development Corporation (RNDC) will receive \$750,000 to assist in business and job creation in 14 Nevada counties impacted by wild-



land fires and extended drought. In addition, counties in the northern region of Nevada will be targeted due to the loss of 2,500 mining jobs. It is estimated that 10 businesses will be assisted.

For more information, call Herb Shedd, USDA at 775/887-1222 extension 19, or Ferrel Hansen, RNDC, at 775/289-8519. 🌱

West Wendover Reclamation Facility

(Continued from page 1)

line at a cost of several million dollars, or it had to build a water reclamation facility for an estimated \$2 million. Not only was the City short on potable water, it also needed to build another facultative sewer lagoon, because the four existing lagoons were at capacity at the end of each winter. The City decided that the best alternative to solve the water problems, and to expand wastewater treatment capacity, was to build a wastewater reclamation facility.

The City bid the project in cooperation with the U. S. Department of Agriculture (USDA) in 1992. By summer's end in 1993, the City had built a new wastewater reclamation plant. West Wendover constructed a 1.0 MGD water reclamation plant to irrigate the City's championship golf course with reclaimed wastewater. Since then, the wastewater treatment plant has been delivering 1.5 million gallons of water per day to



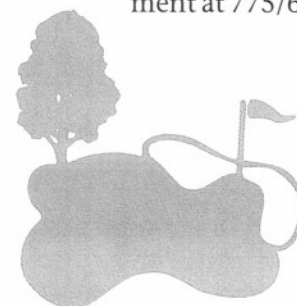
The City of West Wendover's wastewater reclamation facility delivers 1.5 million gallons of water per day to the Toana Vista Golf Course for irrigation. The facility also provides laboratory services, and pumps biological solids to the city's compost facility.

the Toana Vista Golf Course. Plant supervisor Annette Slagowski, Raul Naranjo and Chris Buxton operate and maintain the wastewater treatment plant and laboratory. The laboratory is certified to test for TSS, BOD5, CBOD, pH, Chlorine, Total Fecal Coliform and drinking water bacteria and provides services to several communities in northern

Nevada. The laboratory also offers testing to other communities that need assistance.

The biological solids are pumped over to the city's compost facility and into the dewatering beds. The solids are later added to the compost. The compost facility accepts a daily average of 20 tons of garbage and can make five tons of compost a day. Tracy Gonzales, plant supervisor, Dwight Hansen, Sam Rainey and Richard Gore operate and maintain the compost facility. The treatment plant, compost facility and culinary aquifers are all on a telemetry system, which makes all aspects of the operators' jobs easier, because they are on a call out system.

For more information or for tours of these facilities, call the West Wendover Public Works Department at 775/664-3363. ♻️



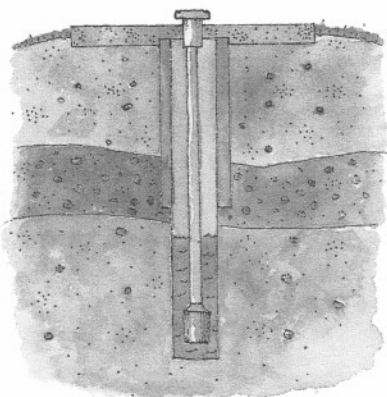
Abandoned wells: dangerous orphans

You know the facts: 95 percent of rural Nevadans drink ground water. An abandoned well (unplugged and orphaned) is an open tube between the ground surface and ground water. An open well is just too tempting:

someone might throw rubbish in it! If not, floodwater, irrigation water and any contamination that flows with it can fill abandoned wells in low-lying areas.

The Nevada Division of Environmental Protection (NDEP) and the Nevada Division of Water Resources are creating an inventory of abandoned wells. Under the Wellhead Protection Program, closure of high-risk abandoned wells can be funded with state grants.

If you know of abandoned wells, or are interested in the Wellhead program, contact Nevan Kane, NDEP, at 775/687-4670 extension 3104. ♻️



Working with biological hazards in the environmental laboratory

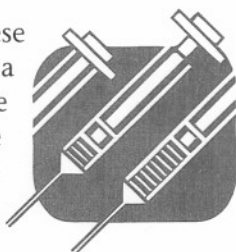
It pays to be a careful chemist

By Russell Rocha, City of Sparks

Analyzing water or wastewater samples may also mean exposure to biological hazards, including types of hepatitis, typhoid, polio, malaria and others.

Any time you work with these types of water samples, form a barrier between you and the sample. The barrier could be your lab coat, goggles, safety glasses, gloves or a respirator. The type of barrier or protection you use is dependent upon the type of work you are performing and the engineering devices already in place. Minimize your exposure through administrative (reduce time/contact exposure) or engineering (ventilation) practices, and you reduce your chance of illness.

Personal protection equipment (PPE) should be your last choice, as these devices are sometimes awkward to use and are dependent on



correct usage. If you use forms of PPE, comply with the pertinent Occupational Safety and Health Administration (OSHA) standard. The OSHA respiratory standard, CFR 1910.134 for example, is quite extensive and complex. Items such as medical evaluations, fit testing, training and program development are part of this standard and can be quite time consuming to meet. Eliminate the need for a respirator, and you eliminate the need for a standard.

Be immunized for tetanus, hepatitis A and B, typhoid and polio if necessary. Check with your employer and your medical professional to determine the need for these immunizations and the possible side effects associated with them. Contact the Center for Disease Control and NIOSH for further information. The

February 1998 California Morbidity newsletter also contains information relating to recommended immunizations for sewage workers.

If you work in an environmental laboratory, you need to know the risks of exposure to biological hazards. Know how to eliminate or reduce the possibility of exposure, what to do in the event of exposure and what immunizations are available. Regularly review the safety precautions of biological hazards to ensure your personal safety. ♡

CDBG boss retires

Audrey Allan, director of Rural Community Development for the Nevada Commission on Economic Development (CED), and co-manager of the state's Community Development Block Grant Program, has retired. Audrey and her husband are building a cabin on a lake in Willow, Alaska, where they plan to move later this year. Allan was with the CDBG program since 1988. During her tenure, the program increased community outreach and sustained its grassroots approach to improving rural communities.

Gene Etcheverry will now manage the CDBG program at the Commission on Economic Development with help from Vicki Purcell and Kathy Lamb.

Carl Dahlen will direct rural community and economic development at CED, overseeing CDBG and rural economic development programs. To contact CDBG, call 775/687-1812. You may be able to reach Audrey by sled dog team later this year. ♡



RESOURCE ROUND-UP

Video game livens training

Learning the basics of water system operation can be intimidating to new operators, however, a new video game style program makes these complex subjects simple to grasp.



Operator Basics Training Series: Ground Water Systems — National Version 2002 for operators of small public drinking water systems is produced by the Montana University System Water Center, EPA and Indian Health Service. The National Drinking Water Clearinghouse offers the free video. To order, call 800/624-8301 and ask for product #DWCDTR18.

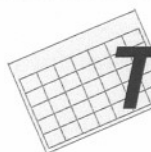
Nevada Open Meeting Laws

The 2001 version of the Nevada Open Meeting Law is now available. To obtain a copy, contact the Nevada Attorney General's office at 775/684-1100, or download a copy of the manual at <http://ag.state.nv.us/openlaw/home.htm>.

Info In Your Pocket

EPA has produced a wallet-sized guide: *Protect Our Health from Source to Tap: National Drinking Water Program Highlights*, and RCAC has a supply at its Carson City office. To obtain a copy, call Micheline Fairbank at 775/882-8887 or email her at mfairbank@rcac.org. ♡





Training Calendar 2002 - 2003

June 19 — West Wendover — NvRWA fire hydrant repair/maintenance (3 hours). Info: 775/884-2055.

June 27 — Elko — Nevada Operator Certification Board meeting, High Desert Inn, 9 a.m. Info: Julie Flanagan 775/687-6615 ext. 267.

July 9-11 — Las Vegas — Three-day course on chlorination system O&M, sponsored by Nevada State Health Division and presented by Skeet Arasmith. Info: Phil Walsack, at 775/882-8887.

July 17 — Elko — NvRWA confined space (3 hours) hazardous energy control (3 hours). Info: 775/884-2055.

July 25-26 — Reno — Safety Training on OSHA Requirements given by American Safety Training Inc. Info: 800/206-6705 or www.trainosha.com.

July 30 — Winnemucca — NvRWA Cla-Val (3 hours). Info: 775/884-2055.

July 31 — Hadley — NvRWA System Security/Emergency Response (3 hours) Info: 775/884-2055.

August 7 — Tonopah — NvRWA fire hydrant repair/maintenance (3 hours) Info: 775/884-2055.

August 12-16 — Las Vegas — Five-day course on training adult learners, sponsored by Nevada State Health Division and presented by members of the National Environmental Training Association. Info: 775/687-6615.

August 14 — Eureka — NvRWA Radon (3 hours) arsenic-update/removal demonstration (3 hours). Info: 775/884-2055.

August 20 — Albuquerque, NM — AWWA Seminar: Arsenic Removal, including Planning Budgeting and Implementation Considerations. Information: www.awwa.org/seminars.

August 21 — Austin — NvRWA control of hazardous energy (3 hours). Info: 775/884-2055.

September 17-18 — Oakland, CA — Financing Capital Water Projects. Info: www.awwa.org/seminars.

September 18 — Minden — NvRWA fire hydrant repair/maintenance (3 hours) wellhead protection (3 hours). Info: 775/884-2055.

September 25 — Mesquite — NvRWA radon (3 hours) arsenic update/removal demonstration (3 hours). Info: 775/884-2055.

September 26 — Elko — CA-NV AWWA small systems workshop on new water regulations at the Red Lion Hotel and Casino. Info: 909/481-7200

September 26-28 — Laughlin — Annual Tri-State Seminar at the River Palms Resort. Info: www.tristateseminar.com.

September 27 — Laughlin — Nevada Operator Certification Board, Big Bend Water District Conference Room, 8:30 a.m., in conjunction with the 18th Annual Tri-State Seminar at the River. Info: Julie Flanagan, 775/687-6615 ext. 267.

October 2 — Winnemucca — NvRWA fire hydrant repair/maintenance (3 hours) system security/emergency response (3 hours). Info: 775/884-2055.

October 3 — Fernley — NvRWA system management and financial plan for capacity development (2 hours) project management plan (2 hours). Info: 775/884-2055.

October 14-17 — Reno — AWWA CA-NV Section Fall Conference, including Small Systems Sessions. Info: 909/481-7200.

October 16 — Mesquite — NvRWA confined space (4 hours) excavation awareness (3 hours). Info: 775/884-2055.

October 24-25 — Sandy, Utah — AWWA Seminar: Basics of Water Treatment and Distribution for Operators. Info: www.awwa.org/seminars

This symbol designates training pre-approved by the Nevada State Health Division for continuing education units (CEU) credit. Other training may be eligible for CEUs but is not yet pre-approved. Before attending any training, contact the Health Division at 775/687-6615 ext. 235 for approval. Ten hours of approved training equals 1 CEU. A different ratio applies for safety training. Contact Steve Brockway 775/687-6615 ext. 235 for details.



November 13 – Yerington – NvRWA control of hazardous energy (3 hours). Info: 775/884-2055.

November 20 – Ely – NvRWA system security/emergency response (3 hours). Info: 775/884-2055.

December 4 – Pahrump – NvRWA Cla-Val (4 hours). Info: 775/884-2055.

2003

January 8 – Pahrump – NvRWA wellhead protection (3 hours). Info: 775/884-2055.

January 22 – Hadley – NvRWA confined space (3 hours). Info: 775/884-2055.

February 5 – Minden – NvRWA confined space (4 hours) excavation awareness (3 hours). Info: 775/884-2055.

February 19 – Ely – NvRWA wellhead protection (3 hours). Info: 775/884-2055.

March, 2003 – Carson City – NvRWA symposium on training needs. Info: 775/884-2055.



Calling all operators!

Who: This course is sponsored by Nevada State Health Division and will be presented by Skeet Arasmith. It is open to water and wastewater operators and maintenance personnel in charge of chlorination equipment.

What: Chlorination System O & M

This three-day course is designed for Nevada water and wastewater operators and maintenance personnel who are responsible for operation and maintenance of chlorination equipment. It will provide vital information necessary for regulatory compliance and will focus on usable skills for proper operation and maintenance of gas and hypochlorinator systems, chlorination theory, chlorine safety, changing cylinders and chlorinator repair.

Where: Las Vegas

When: July 9-11

Register early! Class size is limited to 20.

Info: Phil Walsack, RCAC, 775/882-8887



Hop on board — ride the wave of new water regulations with ease!

When: September 26

Where: Elko, at the Red Lion Hotel and Casino

What: CA-NV-AWWA Small Systems Workshop

Join us to learn about operator certification, the arsenic rule, ESWTR, sampling, monitoring, treatment options, and funding, including loans and grants. This is an opportunity to learn about the AWWA and to network with other water system managers, operators, regulators and consultants from California, Nevada and beyond. If you are a small system owner, operator, volunteer, manager or board member (or all of the above), this workshop is for you. Contact hours are available. This workshop is supported by the EPA

Information: CA-NV AWWA, 909/481-7200

State of Nevada water certification exams

All exams will be proctored some time during the week of the date listed. Examinees will be contacted by a proctor to schedule testing. Water operator certification tests are scheduled in 2002 for the weeks of Sept. 9 and Dec. 2. Info: Debra Kaye, 775/834-8100.

Wastewater certification exams

Wastewater certification exams will be given the second Thursday in July and October in Las Vegas and Ely. Info: 702/433-1498.

Community College of Southern Nevada Wastewater and Water Technology Program

Info: LeAnna Risso, 702/434-6600 ext. 6418.

WWET training in Clark County

Info: Gladys Alford, 702/258-3834; see www.wwet.org for a current training calendar.

UNR – Colleges of Agriculture, Biotechnology, and Natural Resources & Cooperative Extension

Videoconference Training Calendar 2002

June 27, August 9, September 12, October 18, November 29 — Reno and Rural Locations — UNR videoconference classes on water systems operation, maintenance and management. For information, locations, topics or to be added to the mailing list, contact Crystel Montecinos at 775/784-6853.

Nevada Drinking Water and Wastewater Training Coalition

American Water Works Association California/Nevada Section

www.ca-nv-awwa.org
Glenn Reynolds, Smaller Utilities
Committee Chair, 510/790-1602
Nicole Schreuder, training, 909/291-
2103

Indian Health Service

Dominic Wolf, 775/784-5327

Nevada Division of Environmental Protection

www.state.nv.us/ndep/index.htm
Leo Drozdoff — Water Pollution Control
775/687-4670, ext. 3142
Nevan Kane — Wellhead Protection
775/687-4670, ext. 3104
Tom Whalen, — AB 198 Water Grant
Program, 775/687-4670, ext. 3111

Nevada Rural Water Association

www.nvrwa.org
Georgia Greenrod, 775/884-2055
Bob Foerster, 775/721-7972
Jonn Scovil, 775/884-2055
Russ Crocker, 775/720-0675
Jon Anderson, 775/884-2055
John Pesci, 775/884-2055

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sion, call 916/447-9832 extension 108.

Nevada State Health Division

www.state.nv.us/health/bhps
775/687-6615
Jim Balderson, SWAP, ext. 228
Adele Basham, DWSRF, ext. 265
Steve Brockway, CEU approval, ext. 235
Galen Denio, ext. 229
Dana Pennington, ext. 237

Nevada Water Environment Association

www.wef.org
Bruce Johnson, 702/369-6175
Starlin Jones, 775/861-4104
Rick Warner, 775/954-4621

Public Utilities Commission of Nevada

www.state.nv.us/puc
Steve McGoff, Utility Engineer, 775/687-6040

Rural Community Assistance Corporation

www.rcac.org
John Dailey, 775/882-8887
Micheline Fairbank, 775/882-8887
Abby Johnson, 775/882-0296
Philip Walsack, 775/882-8887

U.S. Environmental Protection Agency, Region 9

www.epa.gov/region09
Marvin Young, 415/744-1847

USDA-Rural Development

www.usda.gov/rus/water/index.htm
Mike Holm, 775/887-1222
Kay Vernatter, 702/262-9047 ext. 113
University of Nevada, Reno
Dept. of Civil Engineering

Dean Adams, 775/784-1474

Environmental & Resource Sciences and Nevada Cooperative Extension

www.nce.unr.edu/swp
Mark Walker, 775/784-1938

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Nevada Drinking Water and Wastewater Training Coalition

Water Lines

Summer 2002



This issue of *Water Lines* is printed on recycled and recyclable paper.



Water Lines Special Insert

Keys to successful fundraising

By Anne-Marie Ridgley, Program Developer, Rural Community Assistance Corporation

Introduction

One of a water board's many responsibilities is to ensure that the utility

THE SUCCESS
OF FUNDRAISING
EFFORTS
IS DIRECTLY
RELATED TO
THE DEGREE OF
PRE-PLANNING.

has enough money to operate safely, legally, efficiently and consistently. Although customer rates should cover a large portion of the budget, it is often necessary to apply for loans and grants to cover both short and long-term fixed and variable utility costs. Whether the board is directly or indirectly involved in applying

for grants or loans, it is vital to understand the process and know what steps will lead to successful grant and loan acquisition.

Planning ahead

There are many things that you can and should do before applying for funding. The success of fundraising efforts is directly related to the degree of pre-planning. The first step is to develop a long-range plan for the utility and establish a budget and funding priorities based on that plan.



To be a successful fundraiser, you must identify what you need money for and how it will be used. It is essential to know what your utility's expenses and expected income are, and to anticipate shortfalls. Asking for money from a position of strength and foresight is much easier and more successful than waiting until your utility is facing a crisis.

The second step is to keep accurate and up-to-date financial records. Any organization or agency that is going to give your utility money will want to see documentation of past and current financial status. Doing this work on an ongoing basis will save time and headaches when you are ready to apply for funding.

Identifying appropriate funding opportunities

Identifying an appropriate funding source is another crucial part of successful fundraising. Grants and loans are available in many shapes and sizes. There are grants and loans for general operating expenses, research, construction, equipment purchase and training. Determine whether there is a good fit between

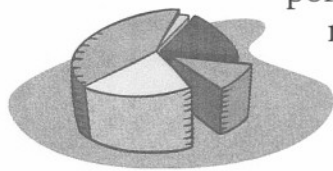


available funding sources and the needs and capabilities of your utility. Read the grant guidelines — believe the grant guidelines. If the fit is not right, don't force it. There are a number of questions that you can ask to determine the fit.

IF THE FIT IS
NOT RIGHT, DON'T
FORCE IT.

- Is my agency eligible to apply?
- When is the deadline for the application, and can we meet it?
- Does this grant meet the funding priorities that we established in our planning process?
- Is this a service or activity my agency is equipped to perform?
- What is the competition like?
- How much money is available?
- Is there a geographic restriction?

Don't be afraid to pass up a funding opportunity if it does not meet your needs.



There are many reasons that this may happen. For example, the grant may require an education component and you are not planning to do this. The grant may require matching funds, which you do not have. The grant may be too large, too small, too restricted, too complex or too competitive.

The final step in identifying the appropriate funding source is to talk to the program officer. Call the local contact person for the funding source that you

are considering. Review your idea with the program officer and ask for feedback. Here are some questions that you might ask:

- Does this seem like a project that fits within the parameters of this funding source?
- How competitive do you think our proposal would be?
- Do you recommend that we make any changes to our proposal to make it more competitive?
- Can you alert me to specific priorities or areas of focus for this funding cycle?
- If I sent you a draft of our proposal, would you be willing to look at it and give me your comments?

Writing the proposal

Once you have identified the right funding source, you can begin writing the proposal. It is helpful to do this in a structured way. Start by reviewing the



application requirements, and outline all of the components of the proposal. These components might include capacity of the organization, need for the project, benefits of the project, description of the project, including goals and objectives, and a timeline, budget and proposed evaluation methods. Create a checklist of those things that you will need to include as appendixes, such as the most recent audit, letters of com-

mitment and environmental reviews. Review the rating factors for the proposal so that you will know what you are being judged on, what to include and what to emphasize.

WHAT YOU DO ONCE
THE FUNDING IS
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OR LOAN.

Once you know what has to be in the proposal, develop a timeline for completing each piece. Decide who is going to gather the information, write each section and put together the final draft. It is a good idea to have a deadline for the final draft that is a few days

before the proposal is due, so that you will have time to edit and rewrite if necessary.

Here are some specific things to remember when writing the narrative of the proposal:

- Use the language that is used in the Request For Proposals.
- Tell your project's story — make it compelling; real people are reading your application.
- Take time to get to know your audience and their preferences.
- Provide clear answers to the specific questions in the application.
- Use tables, charts, photos, maps and graphics to present the same information in different ways
- Respond to the published rating criteria.

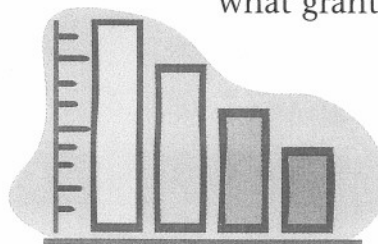
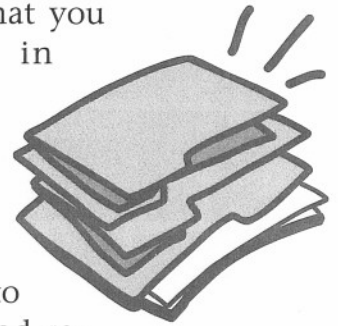
- Assume the reader does not know your community, situation or needs when telling your story.

When you submit your proposal, it should be accompanied by a cover letter. If possible, the cover letter should be addressed to a specific person. The letter should be short and simple, but professional. The purpose of the letter is to *briefly* describe your proposal and indicate that you are available to provide additional information if necessary.

Follow-up

What you do once the funding is awarded is as important as the steps you took to get the grant or loan. Be sure that you

have systems in place to properly administer and track any funding that you receive. Pay close attention to management and reporting guidelines and timelines. Maintain regular contact with funders, and inform them of any substantive changes to the project during the contract period. When the project is complete, be sure to submit a comprehensive final report with an evaluation of the project's outcome. Remember, how you manage today's grants will partially determine what grants you receive in the future.





Checklist for Successful Grant Writing

- ✓ Know what you want to ask for and why you need it
- ✓ Maintain accurate and up-to-date financial records
- ✓ Identify an appropriate funding source
- ✓ Understand and address the application requirements and rating factors
- ✓ Start writing well before the deadline
- ✓ Clearly state the need for funds and how this proposal will address that need
- ✓ Write specific goals and objectives
- ✓ Indicate measurable outcomes
- ✓ Include an evaluation component
- ✓ Develop an accurate and realistic budget
- ✓ Leverage other sources of funding to support the proposal
- ✓ Package the proposal as indicated in the RFP
- ✓ Make sure funders receive the proposal on time
- ✓ Strictly follow all grant administration and reporting requirements once awarded funds
- ✓ Establish and maintain relationships with funders



Funding and Grant Writing Resources

Council on Foundations
www.cof.org

The Philanthropy Journal
www.pj.org

Chronicle of Philanthropy
www.philanthropysearch.com

The Grantsmanship Center
www.tgci.com

The Foundation Center
www.fndcenter.org

The Nonprofit Resource Center
www.nonprofitresourcectr.org/

The Internet Nonprofit Center
www.nonprofits.org/

The Management Center
www.tmcenter.org/

The Gilbert Center
www.gilbert.org/

The Nonprofit Times
www.nptimes.com/